

SUMMER

@Rensselaer

RENSSELAER POLYTECHNIC INSTITUTE



Rensselaer

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Summer, Outreach and Advanced Professional Studies (SOAPS)

- Summer@Rensselaer
- Academic Outreach
- Advanced Professional Studies

Summer

The “S” in SOAPS stands for “**Summer**” and refers to **all programs and initiatives serving Summer@Rensselaer audiences.**

Summer audiences **include—Rensselaer students engaged in summer instruction, youth in grades K-12 pursuing academic and athletic enrichment through day and residential camp activities, and adults engaged in summer professional development programs.**

Summer

- Credit Courses/Opportunities for RPI Students
 - Monitoring of summer enrollment for fiscal viability
 - Approval of faculty supplemental pay
 - Approval of teaching and instructional assistants hired for summer courses
 - Develop and execute strategy for encouraging students to remain on campus during summer sessions
 - Market summer courses/opportunities

Summer

- **Non-Credit Enrichment Programs**
 - Apply for and maintain NYS health permit for youth programs campus wide
 - Provide registration, fee collection and other administrative support for youth programs
 - Solicit new programs from RPI faculty, graduate students and outside vendors
 - Monitor programs for quality control purposes
 - Market programs
 - Establish pricing and budget models for programs
 - Provide residential options/opportunities to youth in grades 9-12
 - Collect institutional overhead

Outreach

The “O” in SOAPS stands for “**Outreach**” and refers to **programs offered to individuals outside of Rensselaer’s matriculated student body during the academic year.** Given that many academic departments within Rensselaer employ and/or designate staff and/or faculty as outreach directors or coordinators, **SOAPS involvement with outreach initiatives varies from program to program.**

Outreach

- Budget Development
- Marketing and Promotion of Events
- Registration and Fee Collection Services
- Logistical Support
- Solicit new programs from RPI faculty, centers, graduate students and outside vendors
- Conduct annual survey of outreach activities
- Collect institutional overhead

Advanced Professional Studies

The “APS” in SOAPS stands for “**Advanced Professional Studies**” and refers to **academic program offerings for working professional engaged in graduate degree or certificate programs** (originating from Hartford or Troy).

Advanced Professional Studies

- Provide departmental training in blended learning delivery
 - Online/Informal
 - Formal/In Person
- Provide one-on-one instructional design assistance

What do you need to know?

- Outreach
 - Survey
 - Classification Form

	Department/School	Program Name	Primary Audience	Secondary Audience	Program Fee (if any)	Primary Funding Source	Additional Funding Source(s)	Years
Sample A	Mechanical Engineering	Future Engineers Day	Grades 3-6	Parents of youth	\$15/student	Program Fee	Department Budget, Corporate Sponsorship	2007-Present
Sample B	HASS	Introduction to Chinese for Professionals	Adults	College Students/RPI Students	\$155/participant	Grant	Program Fee	2014
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- What programs are you currently running?
- Who are the community members we are reaching with these programs?
- Can we/should we be involved?



Outreach Program Classification Form

	YES	NO	UNSURE/COMMENTS
This is a new program and/or the program has not previously been offered at Rensselaer.			
This program has been offered at Rensselaer in the past.			
If this program has been offered in the past it has a history of budget neutrality or revenue generation.			
The audience for this program is primarily made up of individuals outside of Rensselaer's matriculated student body. <i>Note: Answer "no" if some RPI students may attend and/or benefit the program, but you would not classify RPI students as the primary audience.</i>			
The primary goal of this event is student recruitment. <i>Note: Answer "no" if student recruitment may be a benefit of this program, but you would consider it a secondary or tertiary benefit.</i>			
This program/initiative is fully funded through a grant, departmental budget, or other internal or external funding that is already subject to institutional overhead. <i>Note: You may be asked to submit supporting budgetary documentation.</i>			
Program participants will be expected to pay a fee to cover all or party of the cost of their participation in this program.			

Name of Program: _____

Supporting Department: _____

Lead Faculty/Staff: _____

Program Description/Comments:

Submitted By: _____ **Date:** _____

- Who is the primary audience?
- What is the funding source?
- Are you currently paying overhead?
- Is the program making or losing money?
- Do you need help?

What do you need to know?

- Summer (Non-Credit)
 - Supplemental Pay Policy and Procedure
 - Faculty receive 1/36 of their academic year salary for each week of instruction
 - SOAPS will contact business managers to begin the supplemental pay process for NON CREDIT programs

What do you need to know?

- Summer (Credit)
 - MORE INFORMATION COMING JANUARY 2015

Questions?

